
**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Confirm Appointment of Administrative Services Director

DEPARTMENT: County Manager Office

DIVISION:

AUTHORIZED BY: Cindy Coto

CONTACT: Sharon Peters

EXT: 7211

MOTION/RECOMMENDATION:

Confirm appointment of Frank Raymond as Administrative Services Director effective March 12, 2008.

County-wide

Cynthia Coto

BACKGROUND:

In accordance with Section 2.3B(1) of the Seminole County Charter, this is to request the Board of County Commissioner's confirmation of the appointment of Frank Raymond, as the Administrative Services Director, at an annual salary of \$97,035.00.

Mr. Raymond's resume is attached for the Board's review.

STAFF RECOMMENDATION:

Staff recommends confirmation of the appointment of Frank Raymond as Administrative Services Director effective March 12, 2008.

ATTACHMENTS:

1. Resume

Additionally Reviewed By: No additional reviews

ADMINISTRATIVE SERVICES DEPARTMENT



January 11, 2008

Dear Cindy,

Please accept my resume and formal application for the position of Director of Administrative Services.

I have had the privilege of serving as Acting Director since September 2007, which has allowed me the opportunity to be immersed in the work environment, participate with your leadership team and, literally, do the job for which I am now applying. It has also allowed you and your leadership team to witness my style, abilities and work product.

Because of these unique opportunities, I feel that I can contribute to the County in the capacity of Director of Administrative Services and am eager to move forward with that effort. I would be honored to be chosen for this position, and would look forward to the esprit de corps and the continuing feeling of accomplishment I have found while serving in an Acting capacity. I feel that my background and abilities are commensurate with the many challenges of the position, especially in these troubled economic times. Therefore, I respectfully submit my application for this position.

Sincerely,



Frank Raymond

OBJECTIVE:

Seeking a position with expanded management responsibilities in government, allowing experience in contract and project management, fleet management, budget planning, and purchasing to add to organizational growth, efficiency, and to reduce costs.

QUALIFICATIONS:

An articulate, inventive and highly analytical Manager with a proven track record of cost savings and problem solving. Demonstrated the ability to reduce costs through purchasing management, construction management and contract negotiations. Strengths and qualities include:

Negotiating	Purchasing
Project Management	Process Improvement
Cost Analysis	Asset Management
Problem Solving	Inventive Designs

PROFESSIONAL EXPERIENCE:

Fleet/Facilities Division Manager – Acting Department Director May, 2007 to Present **Seminole County Administrative Services Department, Sanford, FL.**

The Fleet Division was combined in May of 2007 with the Facilities Management Division, making the Fleet/Facilities Division responsible for the Fleet of vehicles and equipment, as described, below, in addition to the maintenance and management of all County buildings and Facilities as well as responsibility for all vertical construction management. Currently, this includes approximately 224 buildings, representing over 2.2 million square feet of space under roof, and approximately \$65M of vertical construction underway or in process. In September of 2007 I became Acting Director of the Administrative Service Department, which includes the following Divisions: Fleet/Facilities Division, Support Services, Purchasing, and Administration.

Fleet Coordinator-Construction Manager –Fleet Manager 2002 – May, 2007 **Seminole County Administrative Services Department, Sanford, FL.**

Responsible for all purchases of capital equipment for municipal fleet of more than 2,000 vehicles and pieces of equipment. Review all invoices and approve prior to payment. Within first 4 months of employment, obtained over \$405,000.00 in refunds from past fuel taxes. Promoted to Construction Manager in January 2003. Successfully handled the \$44M Courthouse Project, \$4.2M Juvenile Justice Center and various smaller projects as project manager/construction manager. Promoted to Fleet Manager in March of 2005 – responsible for all management of the Seminole County Fleet Services Division, including purchasing, fleet performance, personnel, outsource contractor oversight, etc.

Vice President 2001 - 2002 **New Century Builders, Inc., St. Petersburg, FL.**

Vice President of commercial contractor, building and remodeling restaurants, homes, office buildings, and warehouses in the Tampa Bay area. Responsibilities include estimating/bidding, subcontract negotiations, project/contract/financial management and customer relations.

Fleet Manager 1995 – 2001 **City of Clearwater, Clearwater, FL.**

Manager of municipal fleet of 1,500 vehicles and heavy equipment, as well as an 800 MHz radio system with 2 transmitting towers and 1,300 radios. Full purchasing, personnel management and budgeting responsibilities. Handled Emergency Preparedness duties with CPD. In 1996/97, acted as **Construction Manager** for the construction of municipal building projects valued at \$35M.

Sales Representative

1993 – 1995

Jim & Slim's Supply, Largo, FL.

Became top grossing outside sales representative for construction supplies, equipment and tools firm. Responsibilities included developing new accounts, servicing existing accounts and monitoring of payables.

Project Manager/Superintendent

1991 - 1993

Sound Construction Group, Inc., Clearwater, FL.

Bid and build site packages, commercial buildings, country club facilities and health clubs. Responsibilities included estimating/bidding, project management and site supervision.

Fleet Manager /Purchasing Director

1990 - 1991

S & E Contractors, Inc., Clearwater, FL.

Fleet Manager for fleet of heavy construction equipment and vehicles sufficient to complete \$35M worth of contracts annually. Responsibilities included **physical plant**, acquisition, disposition, **purchasing**, personnel and payroll responsibilities for 25 employees.

Equipment Manager

1985 – 1990

The Driggs Corporation, Capital Heights, Md.

Equipment Manager responsible for over 600 pieces of heavy construction equipment valued in excess of \$50M, sufficient to complete projects worth \$200M annually. Full purchasing, budgeting and personnel management responsibilities. Responsible for facilities maintenance, telecommunications and computer network. Instituted the first automated data system, bringing financial accountability to \$10M budget.

Project Manager/Purchasing Agent/Equipment Manager

1971 - 1985

Blake Construction Co., Inc., Landover, Maryland

Direct responsibility for vehicle and equipment fleet valued at (approx.) \$5,000,000.00, including repair and maintenance activities, equipment utilization and personnel management. Manage various sub-contracts, such as concrete forming and shoring subcontractor, concrete pumping and placing, etc. Direct purchasing of materials, equipment and services, in the amount of \$2,000,000.00 plus annually. Provided legal liaison and technical assistance in the preparation of claims.

EDUCATION / TRAINING:

- **Florida State Certified General Contractor:** CG-C060209
- **Gettysburg College:** Liberal Arts.
- **University of Maryland:** Symbolic Sentential Logic, Economics, and Business Law.
- **Barry University:** Degree (4 yr.) in Professional Studies/Administration, 12/06.
- **Cyberscience Administrator.**
- **Novell System Administration.**
- **Executive Committee Member FleetAnywhere User's Group**